

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, June 8, 2017 at 7:00 p.m.
1000 Columbia Park Trail, Richland WA**

1. Meeting called to order at 7:00 p.m.
2. Roll Call: BOB KOCH (Vice-Chairman), STEVE BECKEN, STEVE YOUNG, RICHARD BLOOM, TERRY CHRISTENSEN, LISA STADE and NORMA NELSON

MATT WATKINS (Chairman), SHON SMALL and RICK MILLER excused

Staff:

Gloria Boyce, Pat Roach- Legal Counsel, Amanda Para, Tony Kalmbach, Kevin Hebdon, Rob Orvis, Jerry Otto, Dr. John Myers, Michele Casey, Wendi Warner, Paul Holgate

3. **Pledge of Allegiance**

VICE-CHAIRMAN KOCH invited attendees in the Pledge of Allegiance.

4. **Citizen's Public Comment/Introduction of Visitors**

VICE-CHAIRMAN KOCH invited introductions of guests or public comment on any item not on the agenda.

VICE-CHAIRMAN KOCH brought the Board's attention to a "Thank You" card mailed in by Margot Massey, Mid-Columbia Partnership student and 3rd place winner in the "Imagination Drives Transit" art poster contest. Margot's art now adorns the side of a bus, to which she expressed her excitement and gratitude for. The card was circulated for staff and Board members to read.

5. **Approval of Agenda**

VICE-CHAIRMAN KOCH called for a motion to approve the Agenda as presented.

ACTION: RICHARD BLOOM made and TERRY CHRISTENSEN seconded a motion to approve the agenda. MOTION CARRIED UNANIMOUSLY.

Following the carried motion, STEVE YOUNG noted that the previously approved June 8, 2017 agenda states the next meeting to be held on June 8, 2017. Corrected date is July 13, 2017. Consent agenda stands approved.

6. **Recognitions**

- A. Resolution 22-2017 – Recognizing Caleb Suttle's participation in the American Public Transportation Association (APTA) 2017 International Rodeo Competition Event

Jim Thielke, Safety & Training Supervisor presented an overview of Caleb Suttle's journey to the International Bus Roadeo. Caleb Suttle, BFT Coach Operator, placed 9th overall in the APTA's International Bus & Maintenance Roadeo 35-Foot category in Reno, Nevada. Since he began competing competitively in 2016 in the Local & State "roadeos," he has placed 2nd and 3rd place, respectively, earning his first trip to the APTA International Bus Roadeo. Then, in May of this year, he placed 9th overall against some of the best Operators in the country at the APTA International Bus Roadeo. At this event, Caleb was also one of five (5) finalists out of the 40 Operators who competed in the Customer Service Challenge, and fared very well among the other 4 finalists.

Jim Thielke stated Caleb Suttle placed second in the first qualifying competition for 2017, the BFT Bus Roadeo, and will be sent to compete in August at the Washington State Public Transportation in pursuit of a return visit to the 2018 APTA International Bus Roadeo. The Board recognized that Caleb was unable to attend for recognition, and honored him with a round of applause.

B. Resolution 23-2017 – Recommendation to Recognize Coach Operator and Dial-A-Ride Driver Safe Driving Achievements

Jim Thielke, Safety & Training Supervisor presented a staff recommendation to recognize the Ben Franklin Transit Coach Operators and Dial-A-Ride Drivers who received the National Safety Council's Safe Driver Award for 2016-2017. BFT's Coach Operators and Dial-A-Ride Drivers are monitored throughout the year to ensure they are following established agency best practices and procedures in the safe operation of company vehicles. Not only are they expected to apply the National Safety Council Defensive Driving practices, Ben Franklin Transit Rules, Policies & Procedures, and the Washington State Transit Insurance Pool (WSTIP) best practices in vehicle accident prevention, but must also operate the vehicle in such a manner as to prevent "on-board" passenger accidents from occurring.

At the end of this past qualifying period, May 4, 2016 through May 4, 2017, Ben Franklin Transit had a combined total of 144 Coach Operators and Dial-A-Ride Drivers who successfully made it through the year without a single "preventable" type passenger or vehicle accident. The agency has coach operators and Dial-A-Ride drivers who have earned their very first-year award all the way up to one who had earned his 31st year of safe driving award.

At the annual BFT 35th Anniversary & Employee Recognition Breakfast, held on May 10, 2017, staff honored and recognized all those who achieved this very challenging and difficult accomplishment.

VICE-CHAIRMAN KOCH acknowledged what a feat it is to carry such an impeccable driving record, especially when you factor in inclement weather. VICE-CHAIRMAN KOCH called for a motion to Resolution 22-2017 and Resolution 23-2017.

ACTION: RICHARD BLOOM made and TERRY CHRISTENSEN seconded a motion to approve Resolution 22-2017 and Resolution 23-2017 as presented. MOTION CARRIED UNANIMOUSLY.

C. Resolution 24-2017 – A Resolution Recognizing BFT’s Employees of the Year-Operator Category: David Peterson

Gloria Boyce, General Manager, introduced David Peterson, and provided a background on the Employee of the Year program as well as the statewide recognition that goes with being awarded BFT’s highest employee award. Ms. Boyce stated that BFT employees submitted nominations for BFT Employees of the Year, stating what the person(s), have done to make Ben Franklin Transit a better transit system and gave explanation of how their activities and efforts have brought distinction and honor to Ben Franklin Transit.

She continued, David Peterson is a 19-year Coach Operator and 18-year recipient of the National Security Council’s National Safe Driver Award. As a Coach Operator, David holds himself to the highest of standards in his customer service, dependability, quality of work, and cooperation. David is a shining example of excellence. Proof can be found in 10 of his 10 driver evaluations resulting in “Exceeds Expectations.” David Peterson is an exceptional employee; he is a professional who shows up for work every day and treats his customers with respect and kindness. Also, in 2016 David received a positive CCR, where a BFT passenger was very grateful that Dave had recognized him and stopped for him even though he wasn’t at a posted stop. Passenger knew that Dave didn’t have to stop but was grateful that he did. Dave Peterson is an honorable, honest man with integrity and he brings distinction to BFT every day, by his attitude and his actions toward his job and his customers. Congratulations and thank you, David, for all you do!

The Board acknowledged this accomplishment with rousing applause. VICE-CHAIRMAN KOCH called for a motion to Resolution 24-2017.

ACTION: RICHARD BLOOM made and LISA STADE seconded a motion to approve Resolution 24-2017 as presented. MOTION CARRIED UNANIMOUSLY.

D. Resolution 25-2017 – A Resolution Recognizing BFT’s Employees of the Year-Support Category: Julian Caiceros

Gloria Boyce, described Julian Caiceros: In the past year, Julian has shown his commitment to his role at BFT. His integrity shines, even when he believes no one is watching. His dedication to his team, and his riders is exhibited daily as he works to schedule passengers, resolve customer concerns and serve as closing dispatcher. As such, Julian is often in a position where he must handle situations by himself. He has shown his devotion through his willingness to step in when called upon, albeit Spanish translation, backup Dial-A-Ride scheduler, or offering suggestions and feedback. The effort Julian has made over this past year has brought distinction and honor to BFT. Congratulations and thank you, Julian, for all that you do.

VICE-CHAIRMAN KOCH called for a motion to Resolution 25-2017.

ACTION: RICHARD BLOOM made and LISA STADE seconded a motion to approve Resolution 25-2017 as presented. MOTION CARRIED UNANIMOUSLY.

- E. Resolution 26-2017 – A Resolution Recognizing BFT’s Employees of the Year- Team Category: Tim Coates and Steve Madden, Dial-A-Ride Scheduling Coordinators

Gloria Boyce offered a summary of the Dial-A-Ride program and introduced Tim Coates and Steve Madden. Tim Coates and Steve Madden serve BFT as Dial-A-Ride (DAR) Scheduling Coordinators. In this role, Tim, a 22-year employee and Steve, an 11-year employee assist drivers as well as our 5,278 active DAR passengers. They are highly regarded by their peers, and work well with each other. Their attention to detail ensures that more than 300 specialized door-to-door transports are completed weekly in a timely, safe manner. The effort Tim and Steve have made over this past year has brought distinction and honor to BFT. This two-man team has worked diligently to ensure BFT’s Dial-A-Ride program provides superior, customer-driven, innovative, and cost-effective transportation services, assuring public convenience, enjoyment, comfort and safety. Congratulations and thank you, Tim and Steve, for all that you do.

Each category winner will receive a cash award, and will be honored at the Washington State Public Transportation Conference, August 5-9 in Everett, WA where they will be formerly recognized at the Wall of Fame dinner.

VICE-CHAIRMAN KOCH called for a motion to Resolution 26-2017.

ACTION: RICHARD BLOOM made and TERRY CHRISTENSEN seconded a motion to approve Resolution 26-2017 as presented. MOTION CARRIED UNANIMOUSLY.

7. Board Committee Reports

- A. Operations & Maintenance Committee, RICK MILLER, Chair

No report, meeting was cancelled.

- B. Planning & Marketing Committee, RICHARD BLOOM, Chair

No report, meeting was cancelled.

- C. Administration & Finance Committee, STEVE BECKEN, Chair

STEVE BECKEN was excused from the June 1, 2017 Administration and Finance Committee meeting. VICE-CHAIRMAN KOCH informed the Board of all items discussed, specifically, proposed Resolution 28-2017 – Recommendation to Exercise a Contract Option to Extend Columbia Basin College Contract #893 for One (1) Year and proposed Resolution 29-2017 Approving a Revision to the 2017 Capital Budget.

The Administration and Finance Committee forwarded Resolution 28-2017 as a CONSENT ITEM and Resolution 29-2017 as an ACTION ITEM to the regular Board meeting on June 8, 2017.

8. Consent Agenda (Any item is open for discussion at Board or Public Request)

- A. Approval of May 11, 2017 Board Meeting Minutes
- B. June Voucher Summary

June 2017 vouchers audited and certified by Ben Franklin Transit’s auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which was emailed to the Board members on 6/2/2017.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
510-17	79039	79077	5/12/2017	455,122.56	Payroll
511-17	79078	79102	5/26/2017	376,379.16	Payroll

Total \$831,491.72

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
153-17	64459	64472	5/1/2017	74,195.67	MDSE
154-17	64473	64478	5/3/2017	38,511.60	MDSE
155-17	64479	64531	5/5/2017	270,676.47	MDSE
156-17	64532	64536	5/9/2017	3,389.56	MDSE
157-17	64537	64595	5/12/2017	153,375.94	MDSE
158-17	64596	64603	5/15/2017	-	VOID
159-17	64604	63611	5/15/2017	18,303.98	MDSE
160-17	ACH TRANS		5/15/2017	683,954.48	ACH TRANS
161-17	VOID	64444	5/16/2017	(1,912.50)	VOID
162-17	64612	64688	5/19/2017	582,460.54	MDSE
163-17	64689	64737	5/23/2017	153,383.42	MDSE
164-17	64738	64738	5/23/2017	500.00	MDSE
165-17	64739	64751	5/26/2017	79,958.81	MDSE
166-17	VOID	64710	5/31/2017	(500.00)	VOID
167-17	ACH TRANS		5/31/2017	148,026.98	ACH TRANS

Total: \$ 2,204,324.95

Check register numbers 510-17, 511-17 and 153-17 to 167-17

In the total amount of: \$3,035,816.67

- C. Resolution 27-2017 – Authorizing the General Manager to declare vehicles identified in exhibit “A” as surplus and dispose per Resolution 62-2014
- D. Resolution 28-2017 – Recommendation to Exercise a Contract Option to Extend Columbia Basin College Contract #893 for One (1) Year

VICE-CHAIRMAN KOCH read aloud the items on the Consent Agenda. He called for a motion to approve the Consent Agenda as presented.

ACTION: STEVE YOUNG made and STEVE BECKEN seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

(BFT Board Standing Committees Recommended Approval of Consent Items to the Full Board of Directors)

9. Action Items

- A. Resolution 29-2017 – Approving a Revision to the 2017 Capital Budget

Kevin Hebdon, Administrative Services Manager, stated the Capital Budget increases are due to grant funding that is available and final planning and programming of those grant funds that have been finalized for fiscal year 2017. He proceeded to present the BFT staff recommendation that the Board approve increases to the 2017 Capital Budget in the amount of \$1,909,551; from \$9,962,472 to \$11,872,022 as summarized in Exhibit B. Staff also recommends the Board delegate authority to the General Manager to revise the FY 2017 Federal and State grants in an amount not to exceed BFT’s apportionment sufficient to claim all available current and prior year funds available to BFT.

VICE-CHAIRMAN KOCH opened for questions, to which there were none. He then called for a motion to Resolution 29-2017.

ACTION: RICHARD BLOOM made and TERRY CHRISTENSEN seconded a motion to approve Resolution 29-2017 – Approving a Revision to the 2017 Capital Budget MOTION CARRIED UNANIMOUSLY.

- B. Resolution 30-2017 – Authorizing the General Manager to enter into a contract with Gillig LLC to purchase six (6) fixed route buses utilizing Washington State Contract #09214

Dr. John Myers, Chief Operations Manager stated that Ben Franklin Transit (BFT) has the need to replace five (5) 2005 buses and one (1) 2006 bus that have on average over 580,000 miles each. These coaches have exceeded BFT’s replacement cycle of fourteen years or 550,000 miles. Based on fixed-route fleet needs, staff has determined three of the buses will be 30’ and three will be 35’ in length.

BFT has the opportunity to purchase the six fixed-route buses from Gillig LLC through Washington State Contract #09214. The Washington State contract enables smaller and medium sized agencies to take advantage of the State's purchasing power. In doing so, BFT saves staff time and costs associated with preparing and administering vehicle procurements.

Staff recommends the Board Authorize the General Manager to enter into a contract with Gillig LLC to purchase three (3) 30' and three (3) 35' buses utilizing the Washington State Contract #09214.

VICE-CHAIRMAN KOCH opened for questions, to which there were none. He then called for a motion to Resolution 30-2017.

ACTION: TERRY CHRISTENSEN made and STEVE YOUNG seconded a motion to approve Resolution 30-2017 - Authorizing the General Manager to enter into a contract with Gillig LLC to purchase six (6) fixed route buses utilizing Washington State Contract #09214. MOTION CARRIED UNANIMOUSLY.

C. Resolution 31-2017 – Authorizing the General Manager to Release Request for Proposals (RFP) for an Automated Fluid Management System

Jerry Otto, Maintenance Fleet Manager & Special Projects, stated that BFT intends to purchase a turn-key automated fluid management system to replace the Agency's current outdated and fragmented fluid management system. The new system will control the dispensing and recording of fuel and consumables at BFT's onsite fueling station as well as fluids dispensed in the maintenance service bays. Additionally, the new system will be expandable to meet future growth.

The new system will be designed to meet the following objectives:

- 1) Improve the efficiency and control of fluid dispensing.
- 2) Improve fuel inventory management by integrating with the existing monitoring system.
- 3) Integrate with Fleet-Net System software.
- 4) Provide standard and custom fluid management reports.
- 5) Automatically capture the vehicle number, odometer, fluid product and quantity dispensed.
- 6) Capture engine metrics including, but not limited to: engine hours, idle hours, average miles per hour (MPH) and ECM codes.
- 7) Automatically capture the date, time, location and employee dispensing the fluid.
- 8) Provide employee access to the island control terminal that will include proximity card and manual entry.
- 9) Meet all Federal, State, and Local regulatory requirements for safe operation in conjunction with all fuels and petroleum products.

Jerry Otto, then presented to the Board an in-depth look at the current practice: a clipboard and pencil, which are then manually input, daily, into our inventory management system.

The Board acknowledged the archaic ways, and essential need for improvement. Brief discussion was held.

VICE-CHAIRMAN KOCH opened for questions, to which there were none. He then called for a motion to Resolution 31-2017.

ACTION: RICHARD BLOOM made and LISA STADE seconded a motion to approve Resolution 31-2017 – Authorizing the General Manager to Release Request for Proposals (RFP) for an Automated Fluid Management System.

(BFT Board Standing Committees recommended approval of Action Items to the Full Board of Directors)

10. Discussion/Information Items

A. Citizens Advisory Network (CAN) Update

Michele Casey, Interim Marketing and Customer Service Manager, provided a status update on the Citizen's Advisory Network (CAN), formerly the Citizen's Advisory Coalition (CAC). A number of applications have been received and reviewed by BFT management. We currently have representation in the following fields:

- Fixed Route Rider
- Dial-A-Ride Rider
- Van Pool/Contracted Services
- Business/Chamber
- Human Services Org.
- Major Employer
- Retired Transit Supporter
- Law Enforcement
- Educational Agency;

We continue to search for applicants specific to the below fields:

- Recreational/Bicycle/Ped
- Clean air/Good roads/Energy Advocate
- Student Rider
- Ethic Community Organizer.

Michele continued by stating the next steps, BFT has a meeting set up with members of the CAN Nominating Committee; Austin Neilson, Karyn VanDeCar and Mike Moran; to review and, at their discretion interview applicants. Meeting is to be held Tuesday June 13th. Upon review of applications, the committee will then recommend applicants to the Board for their consideration. Once selected, the General Manager and Board will appoint Chair and Vice-Chair prior to first meeting in order to operate autonomously.

Brief discussion was held regarding how to improve targeted engagement for ideal candidates.

B. Audit Update

Kevin Hebdon provided the Board an update on the 2016 Financial Audit. Administration and Finance Committee recommended the full Board be updated. Brief discussion was held.

C. Comprehensive Service Plan (CSP) Update

Tony Kalmbach, reviewed the goals and objectives of the CSP: reach all parts of town with one transfer, create more direct and frequent connections between cities, reach emerging employment areas and activity centers and to reduce service duplication and route overlaps.

Kalmbach then reviewed the proposed final alignments route-by-route. The majority of the minor adjustments to the proposed route alignments were directly determined by, or due to safety, headway, and traffic mitigation concerns.

Tony Kalmbach then introduced Kevin Hebdon to present the financial slides. Hebdon reviewed the current financial model, proposed re-allocations and bottom line. Brief discussion was held.

11. Staff Reports & Comments

A. Legal Report

Pat Roach, Legal Counsel, stated there are no new legal matters to bring to the Board's attention.

B. Financial Report

Kevin Hebdon, Administrative Service Manager, stated operating revenues through March are on track, operating expenditures are under budget, and capital funds remain strong. Other PTBA and Sales Tax information provided. Financials were included in the Board packet, and were discussed in detail at the Administration and Finance committee meeting.

C. General Manager's Report

Gloria Boyce reported on the following:

Federal:

- The Administration released its 2018 budget and as with 2017, proposes to cut the transportation Capital Improvement Grants. We are working with Washington State Transportation Association (WSTA), and our Senators and Representative to secure this critical funding.

State:

- Still waiting on state budget approval
- We did receive notice that upon approval of the State budget, our 2017-2019 Van Investment Program Grant, which will allow us to purchase twenty (20) Replacement Vans, will be awarded in the amount of \$383,300

Operations

- All transit operations continue to run smoothly over the last month.

May

- 5/10 Annual Employee of the Year Breakfast
- 5/17 Art Poster Winner school visits and presentation
- 5/19 Bike to Work Day
- 5/21 Annual Bus Rodeo
- 5/22-24 BFT hosted the WSTA statewide Maintenance Forum

In addition, we participated in several community outreach activities including our regular attendance at monthly Planning, Ports and City meetings, and Mid-Columbia Library.

Upcoming Events

June 15th – Dump the Pump
June 15th – Hogs-N-Dogs
June 23rd – Mariachi Festival

Upcoming Board Calendar

Operations and Maintenance Committee

July 5, 2017
BFT Room 360A – 12:30 p.m.

Planning and Marketing Committee

July 5, 2017
BFT Room 360A – 4:00 p.m.

Administration and Finance Committee

July 6, 2017
BFT Room 360A – 4:30 p.m.

Citizen's Advisory Network Nominating Committee

June 13, 2017
BFT Room 360A – 4:00 p.m.

Board Meeting

July 8, 2017
BFT Board Room – 7:00 p.m.

12. Board Member Comments

- A. TERRY CHRISTENSEN
 - i. Nothing to Report
- B. RICHARD BLOOM
 - i. I truly enjoyed watching the BFT Bus Roadeo, and was especially impressed by those participating for the first time.
 - ii. Hogs-N-Dogs is June 15th, it's gonna be nice weather. Come on out!
- C. BOB KOCH
 - i. Nothing to report
- D. STEVE BECKEN
 - i. The Lowe's Truck Stop had its grand opening on 6/7, and is already nearly full.
 - ii. Also, we had issues with a traffic light, but it was promptly fixed. Prosser is now "BIG TIME" with 3 traffic lights!
- E. STEVE YOUNG
 - i. No report given.
- F. LISA STADE
 - i. Benton City has started their Movies in the Park, starting June 30th.
- G. NORMA NELSON
 - i. Special thanks to whoever decided to, and ran the children's area during the BFT Bus Roadeo, it was such a hit!

VICE-CHAIRMAN KOCH opened for public comments, to which there were none.

13. Next Meeting – Thursday, July 13, 2016 at 7:00 p.m.

1000 Columbia Park Trail, Richland WA

14. Executive Session

No Executive Session.

15. Adjournment

VICE-CHAIRMAN KOCH adjourned the BFT Board of Directors meeting at 8:28 p.m.

Meeting recorded by:
Amanda Para, Executive Assistant, Interim Clerk of the Board
June 8, 2017